

PENTAGON RENOVATION PROGRAM

27 FEB 2001

REVISED PENREN WEBSITE ADDITIONS AND DELETIONS

No. 99-14b

OPR: INFORMATION MANAGEMENT AND TELECOMMUNICATIONS

1.0 References. DoD Memorandum, Web Site Administration, December 7, 1998; and DoD Directive 5230.9; and DoD Instruction 5230.29

2.0 Purpose. This document describes the policy and procedures related to requests to add new information to, or update existing information on, the Pentagon Renovation web site. All additions should provide benefit to the Pentagon Renovation Program (PENREN) and /or the customers using the Program web site. All information must be submitted to the Webmaster using the process outlined below.

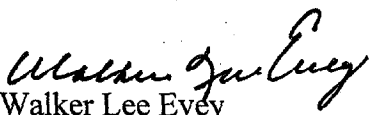
3.0 Process/Approvals

- a. All proposed additions or revisions to the PENREN web site must be submitted to the Point of Contact (POC) listed below for the page that will host the information. Prior to forwarding submissions to the Webmaster for posting on the web site, the POC will review and coordinate submission contents, as necessary, with all appropriate PENREN offices. The clearance of information for public release will be in accordance with DoD Directive 5230.9 and DoD Instruction 5230.29.
- b. Whenever possible requests for additions or revisions to the PENREN web site should be processed electronically using electronic mail. Following all necessary coordination, the host page POC may approve and electronically forward the request and the file to be posted to the Webmaster. All participants in this process should carefully review e-mail messages and file contents to ensure they have originated from authorized sources. Should any doubt exist as to authenticity, use other means to contact the purported source of the request or coordination and report apparent irregularities to the Pentagon Renovation Defense Protective Service (DPS).
- c. It is noted that the ultimate approval authority for all information placed on the PENREN web site is the PENREN Program Manager. The host page POCs designated below are hereby delegated the responsibility to review, coordinate and approve all web site postings and submissions to the Webmaster.
- d. The Processing Goal is that submittals will be approved or disapproved within three working days of receipt.
- e. Requests for web site changes submitted directly to the Webmaster without coordination and approval by the appropriate web page host POC, or not submitted in the correct format, will be returned without action.

- f. The Information Management Integrated Project Team Leader (IM IPTL) will designate the PENREN Webmaster.
- g. Overall visual appearance and arrangement layouts for each web site page will be established through the cooperative efforts of the Webmaster and the Information and Communications IPT Leader.
- h. POCs for specific PENREN web pages are:
 - (1) Overall site appearance/layout: Information and Communications IPTL
 - (2) Projects Pages: Owning Group Director or IM&T PM
 - (3) Business Opportunities Pages: Acquisition IPTL
 - (4) Pentagon History, PENREN History: Information and Communications IPTL Manager
 - (5) PENREN General News Items, and Images: PA IPTL
 - (6) Contact Us and Reference Data: Logistics Support IPTL. NOTE: Special announcement requests for posting will be processed through the appropriate page POC listed above. If the announcement does not apply to a specific page, it will be processed through the Information and Communications IPTL.
 - (7) Page POCs are responsible for the content, quality, and security of page information. The Pentagon Renovation Defense Protective Service (DPS) POC must be contacted when there is any reason to believe security interests may be compromised by information proposed for addition to, or currently on, the PENREN web site. All information originators, reviewers, and page POCs must be sensitive to potential security issues. The Webmaster is responsible for web site quality assurance to include adherence to all directives and requirements dictated by DoD.
 - (8) All submissions must strictly follow the guidelines listed in the reference memorandum listed in Section 1.0. Specifically, the following information absolutely shall not be posted to the web site; Personal information about anyone aside from phone number, fax number, and e-mail address; and any information regarding the PENREN budget or schedule, unless approved by the PENREN Program Manager; and any drawings or illustrations depicting architecture or infrastructure of the Pentagon building or any structure on the Program Reservation, unless prior approval is gained.
 - (9) The following requirements must also be satisfied prior to posting of approved information:

- a) File names shall not contain inappropriate characters (e.g., &, \$, (,), !)
- b) Long file names are acceptable if they do not contain blanks spaces.
- c) Absolutely no file names should begin with the following frequently used letters: "pr" or "prp."
- d) Web site text files shall be formatted in Adobe PDF. Upon request, the Webmaster can convert text files into the PDF format.
- e) No submitted material should be larger than 1.5MB in size unless the Webmaster is consulted due to host server space constraints.

This PMP is effective immediately. It will remain in effect until modified or rescinded. It supercedes all PENREN guidance on this subject.


Walker Lee Evey
Program Manager